

MANSFIELD TOWNSHIP COMMITTEE MEETING

July 22, 2020

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

This meeting was held in person and on the Zoom platform. Those listening or watching on Zoom were able to remotely hear the meeting audio.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mr. Hayes made a motion to approve the July 8, 2020 Regular Session Minutes, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mrs. Mora Dillon made a motion to approve the July 8, 2020 Executive Session Minutes, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

BILL LIST

Mr. Hayes made a motion to approve the July 22, 2020 Bill List, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

CLERK'S REPORT

Internet Option – There is a request from Planet Networks to come to the next meeting to talk about going to the Board of Utilities to enable them to provide town residents another Internet option.

Mr. Hayes made a motion to have Planet Networks address the Committee at the next meeting, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

HVAC Evaluation – The HVAC contractor wants to schedule an evaluation. Ms. Hrebenak is meeting with another contractor tomorrow.

Microphones – Gramco is coming to look at the system to see what's needed to add more microphones. They will also be here tomorrow.

COVID Quarantine Policy Changes – There is a resolution on the agenda for Policy Changes for COVID Quarantine. As the list of states changes, they will be added or deleted from the policy and will be sent out to all employees.

There is an item that needs to be discussed in Executive Session.

We have a Relief Association Application for Jacob Haas and a motion is needed to authorize the clerk's signature.

Mr. Farino made a motion to authorize the clerk signing the application, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Municipal Alliance Bill – Warren County sent a bill for our Municipal Alliance. The State and the budget are going to a 5th Quarter which typically doesn't happen. They are requesting we pay additional funding for the 5th Quarter. Ms. Hrebenak spoke with Mayor Watters before the meeting and they decided if everyone was in agreement, Ms. Hrebenak would email the County to see what would happen if we didn't pay. Mayor Watters stated it's not a lot of money - \$130.00 – but it's nice to know what we are getting for the money. We don't object to it, but we'd like to know what would we get if we did or didn't pay. This is the first time we've received this bill. Mrs. Mollineaux stated the grant period is for a year, but because of everything going on, they've started a new grant period which they'd normally do in July. They're going to add another quarter to the current grant period so they will assess everyone for one more quarter to pay for the Municipal Alliance Coordinator. Currently, no one can do any programs. They felt if you have a coordinator, they would receive the stipend to do some planning and grant work even though there isn't anything they can do. The Committee chose to make a decision after we have the answer of what will happen if we don't pay and what are we getting from it.

Trail Repair - The Environmental Commission requested \$550.00 to fund the materials for the repair of the

trail at Caffereta Park since they did not receive the grant. Mr. Jewel is donating the labor. Committee agreed to pay. Mrs. Mollineaux asked where the Committee wanted the money to come from. Mrs. Mora Dillon said Open Space.

Mr. Farino made a motion to approve a resolution for the next meeting to pay the \$550.00 for materials to repair the trail, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

COAH – Mayor Watters asked if the Affordable Housing COAH was done. Ms. Hrebenak stated Midpoint Review was completed, the Committee has a copy of it, and it's posted on the website. Shirley Bishop has been replaced by Dan Block.

FINANCE REPORT

Purchasing Manual Changes – The agenda has an approval of the Purchasing Manual Changes as discussed at the last meeting that reflects the bid threshold changes that went up to \$44,000.00 and the quote threshold at 15% of that. A resolution was needed to approve so we can go up to the higher bid threshold.

Preserve New Jersey Grant Ordinance – Second reading of the Capital Ordinance that gets funding in place for the Preserve New Jersey Grant. Once that's done, we can move forward on any bidding.

Foreclosed Property Auction – Mayor Watters asked about the tax sale on the foreclosure list where the final judgement was entered 07/13/2020. Mrs. Mollineaux stated that once the paperwork is filed and in hand, we can schedule an auction. Mayor Watters said to think about how to handle the auction – online or have Max Spann come in. Mrs. Mollineaux suggested sending that list and a list of other properties to Max and maybe he can suggest the best course of action.

EMPLOYEES' REPORTS

Regular Recycling Cancelled – July 11th was our regular household recycling. When the DPW took the load over to the Oxford PCSA recycling center on the 13th, the load was refused. Mrs. Fascenelli contacted PCSA and they accepted this last load, but would not accept future loads. At this point, our monthly recycling is closed. Mrs. Fascenelli reached out to a company to see if they'd be willing to drop off a container once a month so we can continue with the monthly recycling program. When she receives a response, she will let the Committee know about the cost. She will also reach out to two more companies to see if they are interested. Right now, it costs a lot of money to recycle, and it might not be beneficial since residents do have the option to have curbside pickup or they can go to the recycling center on their own. Mrs. Fascenelli will try to get more information together for the next meeting.

Mayor Watters asked how much money we received from recycling last year. Mrs. Fascenelli stated approximately \$15,000.00.

ENGINEER'S REPORT

Due to the absence of the engineer, there was no report.

PUBLIC PORTION

Mayor Watters opened the public portion of the meeting.

Bill Sosis, 15 Brantwood Terrace, thanked everyone for having these Zoom meetings. He wanted to caution the Committee about Internet companies. He also stated the calendar on our website does not indicate that the Committee Meetings are held on Zoom. He cautioned everyone about environmental grants with strings attached.

Mayor Watters asked for further comment from the public; seeing none, public portion was closed.

RESOLUTIONS

**RESOLUTION # 2020-113
Endorsement of Redeemed Municipal
Tax Sale Certificate**

TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the following Tax Sale Certificate, held by the Township, having been paid and satisfied in full pursuant to N.J.S.A. 54:5-59; the Mayor and Township Clerk are hereby authorized and directed to endorse same for cancellation, affix the Township Seal, and return same to the Tax Collector for delivery to the property owner or legal representative pursuant to N.J.S.A. 54:5-55.

Tax Sale Certificate Number	Block / Lot	Original Certificate Amount
19-00004	1501 / 9.01	\$15,281.86

Mr. Farino made a motion to approve Resolution 2020-113, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION # 2020-114
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

**ADOPTING A PURCHASING MANUAL TO ESTABLISH THE PURCHASING POLICY AND PROCEDURES FOR
THE TOWNSHIP OF MANSFIELD**

WHEREAS, the Qualified Purchasing Agent has developed a Purchasing Manual to establish the purchasing policy and procedures for the Township of Mansfield; and

WHEREAS, the adoption of such a Purchasing Manual will help to assure the Township's purchasing policy and procedures are in compliance with Local Public Contract Law; and

WHEREAS, the Qualified Purchasing Agent recommends that the committee of the Township of Mansfield adopt the Purchasing Manual to implement the purchasing policy and procedures to assure compliance and improve efficiency for the Township; and

WHEREAS, the Qualified Purchasing Agent recommends that the Purchasing Manual be distributed to all Department Heads with a directive that the policy and procedures contained therein are to be followed for all purchases of and/or for the Township of Mansfield; and

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield hereby adopts a Purchasing Manual which contains the purchasing policy and procedures for the Township of Mansfield and that said Purchasing Manual shall be distributed to all Department Heads with a directive that the procedures contained therein are to be followed for all purchases of and/or for the Township of Mansfield.

Mrs. Mora Dillon made a motion to approve Resolution 2020-114, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION 2020-115
A RESOLUTION TO ADOPT POLICIES AND PROCEDURES**

WHEREAS, Governor Murphy has put out a 14 day travel advisory that applies to travel from certain states as those that have a positive COVID-19 test rate higher than 10 per 100,000 residents or having a higher positivity rate over a seven-day rolling average; and

WHEREAS, the Township Committee has determined that there is a need for a policy to provide procedures to employees that travel to any of the States that are listed within the travel advisory to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Township Committee that the policy in place for the fourteen

(14) day quarantine required by the State of NJ attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that this policy shall apply to employees and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that the Township Committee and all managerial/supervisory personnel are responsible to enforce this policy.

Mr. Hayes made a motion to approve Resolution 2020-115, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

2020-116

RESOLUTION URGING GOVERNOR MURPHY TO REIMBURSE COUNTY GOVERNMENTS WITH POPULATIONS OF 500,000 RESIDENTS OR LESS WITH FEDERAL MONIES FROM THE CORONAVIRUS RELIEF FUND (CRF) UNDER THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT FOR THE EXTRAORDINARY EXPENSES INCURRED IN COMBATING THE COVID-19 PUBLIC HEALTH CRISIS

WHEREAS, county governments have led the way on the front lines and played a vital role in providing essential services and protecting the public health, safety, and welfare of residents across the Garden State during this once in a generation pandemic; and

WHEREAS, county governments have incurred substantial costs in responding to the COVID-19 public health crisis by operating test centers, purchasing and distributing personal protective equipment, hiring public nurses, implementing mitigation measures, disinfecting county facilities, sheltering homeless and at-risk individuals, managing correctional facilities, administering social services programs, conducting elections, and more; and

WHEREAS, under the CARES Act, the State of New Jersey received \$2.5 billion in federal CRF monies to alleviate the staggering financial burden imposed by the COVID-19 public health crisis and of which the United States Department of Treasury authorized to provide much-needed relief for local governing bodies that did not receive direct aid because their populations fell below 500,000 residents; and

WHEREAS, the Treasurer of the State of New Jersey allocated \$250 million in CRF monies to the Local Government Relief Fund in the Department of Community Affairs (DCA) to reimburse local governing bodies for COVID-19 related expenses but has yet to release any funding while county governments continue to spend millions in limited property taxpayer dollars battling the COVID-19 public health crisis.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield urge Governor Phil Murphy to reimburse counties with populations of 500,000 residents or less with federal monies from the Coronavirus Relief Fund (CRF) under the Coronavirus Aid, Relief, and Economic Security (CARES) Act for the extraordinary expenses incurred in combating the COVID-19 public health crisis.

BE IT FURTHER RESOLVED that certified copies of this Resolution are forwarded to the Governor of the State of New Jersey Phil Murphy; the President of the New Jersey State Senate Steve Sweeney; the Speaker of the General Assembly Craig Coughlin; the congressional and legislative delegations for Mansfield Township and Warren County; the clerk of the Board of Chosen Freeholders for Warren County; the Municipal Clerks in each of the municipalities located within Warren County; the New Jersey State League of Municipalities;

Mrs. Mora Dillon made a motion to approve Resolution 2020-116, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

ORDINANCES

Second Reading

ORDINANCE NUMBER 2020-10

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$120,000.00 FOR CONSTRUCTION WORK AT THE MT. BETHEL CHURCH

WHEREAS, there is a need to continue construction work at the Mt. Bethel Church;

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, as follows:

1. The amount of \$120,000.00 is hereby appropriated by a grant from the Preserve New Jersey Historic Preservation Fund.
2. There is no debt incurred by this Ordinance.
3. This ordinance shall take effect immediately after final passage, approval, publication as provided by law.

The above ordinance was introduced for First Reading by the Mayor and Township Committee of the Township of Mansfield at a meeting held on June 24, 2020 and Final Adoption at a Public Hearing to be held on July 22, 2020 at 7:30 pm at the Municipal Building in and for said Township, at which time the public may comment.

Mr. Farino made a motion to approve Ordinance 2020-10, which was seconded by Mrs. Mora Dillon.

Mayor Watters opened the public portion of the meeting; seeing no comment from the public, public portion was closed.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

COMMITTEE

Painting – Mayor Watters asked about the painting status of the lobby. Mr. Snyder stated the painter was supposed to put paperwork in the tax drop box today. We will be able to begin painting soon.

Game Farm Monument – Mayor Watters stated the site was mowed. We have not received a response from the State as to who is responsible for mowing. Mrs. Mora Dillon asked Ms. Hrebenak to follow up with the State.

Watters and Heiser Road Money – No engineer's report today. Mrs. Mollineaux stated that prior to the last meeting, Mr. Kastrud sent her information on how much money we spent. She sent him the totals from Watters Road, but asked him to verify Heiser Road. Watters had gone out to bid, but Heiser was done through the Co-Op with Tilcon and she wanted to double check the amounts. She was waiting to hear back from him.

EXECUTIVE SESSION

Mayor Watters announced moving into Executive Session.

Mr. Lavery stated the Executive Session discussion will include:

- Two (2) contractual matters dealing with insurance

Mr. Hayes made a motion to go into Executive Session, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

RETURN FROM EXECUTIVE SESSION

Return from Executive Session.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery announced the return from Executive Session at 8:18 pm where they discussed:

- Two (2) contractual matters dealing with insurance litigation and insurance renewal.

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

PERSONNEL MATTER

Mr. Wenner stated they are here regarding a Rice Notice for Mr. John Tate who is present along with Mike Brodrick who is the Teamsters 469 Representative to discuss matters affecting Mr. Tate's employment with the Township. A complaint was lodged against Mr. Tate on June 5, 2020, by a DPW employee. Complaint history from September 2000 to 2014 was cited. Discipline had been handed out for some of those complaints.

Mrs. Mora Dillon made a motion to go back into Executive Session regarding Mr. Tate's employment, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

RETURN TO EXECUTIVE

Mrs. Mora Dillon made a motion to return to Executive Session, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

RETURN TO REGULAR SESSION

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Personnel Matter – Mr. Wenner stated they were in Executive Session for approximately twelve minutes to discuss attorney/client advice regarding a personnel matter. Mr. Wenner requested a motion authorizing a letter to be sent to John Tate memorializing the substance of tonight's discussion of the Committee's concerns regarding the amount of complaints of his workplace conduct, and if future complaints are sustained, will result in further discipline up to and including termination and a copy of that letter be placed in Mr. Tate's personnel file

Mrs. Mora Dillon made a motion to authorize a letter sent to memorialize complaints of John Tate's workplace conduct, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

COMMITTEE REPORTS

Full-Time DPW Position – Mr. Farino requested advertisement for a full-time position for the DPW.

Mr. Farino made the motion to advertise, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Feller's Passing – Mayor Watters mentioned that Mr. Paul Feller passed away last week. There was a private viewing for him on Sunday. He was 93 years old.

Park Portable Toilet – Mayor Watters stated someone asked him about the Job Johnny at the park. He wanted to know if one was at the park. There is when softball plays, but normally there is none.

Mr. Hayes made a motion to adjourn, which was seconded by Mrs. Mora Dillon.